



Grimsdyke School
Deputy Head Teacher (DHT)
Job Description
Pay Scale – L11 – L15
Start Date – 01.09.2026

Purpose of the Job

- To support the Headteacher (HT) in maintaining the high standards of progress and achievement across the school.
- To support all stakeholders in developing effective teaching and learning practices which delivers a high quality curriculum that is broad, balanced and challenging for all students.
- To support and work with the Headteacher and all stakeholders to develop the strategic view and implement the vision and ethos to benefit the future of the school.

Duties and Responsibilities

The responsibilities of the post are to be performed in accordance with the policies of Grimsdyke School, and where applicable, the most up to date edition of the School Teachers' Pay and Conditions document and The Teachers' Standards.

This is a senior post within the school's staffing structure, that carries with it membership of the Senior Leadership Team and Executive SLT Sub-Committee. The post holder is accountable to the Headteacher and will deputise in their absence.

The successful applicant will be required to meet the general requirements of this post as specified in this job description and in their statement of terms and conditions (Local Government Terms and Conditions have been retained). The post holder will also be required to fulfil any reasonable expectations from the Headteacher.

The successful applicant will undertake the role of Designated Safeguarding Lead (DSL).

In addition, the Deputy Headteacher at Grimsdyke School will –

Implement a strategic view by -

- Play a leading role in School Improvement and Self Evaluation.
- Contribute to the development and implementation of the School Development Plan (SDP).
- Lead by example to motivate and work well with others
- Work in partnership with the Headteacher to manage school resources effectively.
- Devise, implement and monitor SDP and other curriculum policy developments across the school.

Curriculum development and implementation of additional provisions

- Work in partnership with other member of the Exec SLT to further develop the curriculum offer at Grimsdyke School ensuring that it is both progressive and of a high quality.
- Be an outstanding role model for all members of the school community by demonstrating a high standard of teaching and promotion of high expectations.
- Work with the Headteacher to raise standards through both the staff appraisal process and the delivery of high quality professional development.
- Lead on the ongoing development of the curriculum in conjunction with various members of staff including Subject leaders and Curriculum Teams.
- Work with the Headteacher to effectively monitor, evaluate and challenge the quality of the curriculum across the school in order to maintain high standards of pupil outcomes.

Lead on and continue to develop the quality of 'Teaching and Learning' across the school

- To consistently demonstrate excellence as a classroom practitioner.
- To support the educational direction of the school ensuring all staff recognise their accountability and the roles that they have to play.
- To contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.
- To ensure high standards of achievement for all pupils through a broad, balanced and challenging curriculum.
- To establish a positive learning culture which promotes innovation and reflection in the delivery of a creative curriculum.
- To create and maintain an effective partnership with parents to improve children's achievement and personal and social development.
- Occasionally be required to teach classes and model good practice; to demonstrate a variety of approaches to enhance children's learning, standards of achievement and quality of provision.
- To support teachers to develop and implement effective teaching and behaviour management approaches in the classroom.
- To ensure that planning and assessment practices provide opportunities for reflection and feedback to develop and sustain children's learning.
- To support and manage ECT during their induction year through the setting and achieving of relevant targets
- To support and manage ITT across the school while liaising with teaching to ensure targets are set and achieved.
- To develop, implement and assess, where needed, individualised programmes of support for teaching staff to develop their practice.
- Analyse school, local and national data and develop appropriate strategies and interventions
- Keep up to date with national and local policies and cascade information to colleagues.

Assessment

- Exec SLT have a shared responsibility for assessment - using the model of phase analysis, which is then reviewed at a whole school pupil progress meeting to identify vulnerable students, groups and next steps.
- All members of Exec SLT to support teacher assessment including moderation procedures.
- National testing arrangements –DHT to support key stage implementation of arrangements and assessments.

- To review and develop the assessment and curriculum policy and procedures for the school in the light of national and curriculum development ensuring they support high standards of pupil outcomes.

Behaviour

- To work with Exec SLT to implement the school behaviour policy for all students, ensuring high expectations and standards of behaviour and conduct are maintained.
- To support staff in implementing and following the school behaviour policy through a clearly defined escalation process.
- To work with parents to facilitate their effective engagement in supporting the school to maintain the high standards of behaviour and interpersonal relationships within the school community.
- Lead and coordinate the School Council as a meaningful pupil voice forum, supporting the implementation of the SCORE curriculum drivers, contributing to school improvement priorities and promoting the school's ethos.
- To facilitate the involvement of the pupils in evaluating and making recommendations for school development in the interest of students at the school.

Staff Development

- Effectively support all staff in their development as outlined in the SDP and Performance Management Targets.
- Work with Headteacher to induct new staff or those being trained within the school.
- Work closely with Early Career Teachers (ECTs) and their mentors to provide high-quality support and guidance, ensuring effective engagement with the induction programme.
- Participate as required in the selection and appointment of teaching and support staff, including supply staff, trainees and volunteers.
- With other members of the senior leadership team, monitor and implement policies, practices and procedures to support and ensure staff well-being.

School Management

- Ensure a consistent approach to the standards of behaviour, attendance and punctuality are implemented across the school on a day-to-day basis.
- Be a proactive and developmentally critical member of the Senior Leadership Team.
- Ensure the effective day to day running of the school including deployment of staff as appropriate
- Work with other members of SLT and Lead TAs to manage the schools lunch time arrangement and members of the Support Staff.
- Where appropriate, take responsibility for day-to-day leadership and management such as timetables, end of day procedures etc. and to communicate these effectively to all stakeholders.
- To undertake any professional duties delegated by the HT.
- To deputise in the absence of the HT.
- To keep the HT informed of relevant and appropriate issues.
- The Deputy Headteacher will be required to lead on a sub-committee of the Governing Body, attend Full Governing Body meetings, and contribute to governance matters as directed by the HT.

Safeguarding and Child Protection

- Undertake the role of Designated Safeguarding Lead (DSL), ensuring full compliance with statutory safeguarding and child protection requirements.
- Work in partnership with the Headteacher and senior leaders to promote a strong safeguarding culture, prioritising the safety, health and wellbeing of all pupils and staff.
- Lead and oversee safeguarding systems and procedures to ensure the effective identification, assessment and management of safeguarding concerns.
- Work closely with the Headteacher to ensure the school fulfils all statutory duties in relation to safeguarding and child protection.
- Provide guidance, support and training to staff to ensure safeguarding responsibilities are fully understood and consistently implemented.
- Liaise effectively with external agencies to secure appropriate support and protection for children and young people.

Working with the community

- Work with the Headteacher and identified members of staff to develop policies and practices which promote inclusion and equality across the school.
- Maintain positive relationships and contact with professional services as required.
- Promote the positive involvement of parents and carers in school life.
- Organise and implement meetings where appropriate with key community stakeholders to ensure positive outcomes for all parties.
- Promote the values, ethos and achievements of the school to the wider community.
- Work with the Headteacher to facilitate effective Parents Forum meetings and respond to the needs of the parent body.

Agreed – March 2026